

**SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD**  
**MEETING MINUTES**  
**Civic Center Library Board Room**  
**May 17, 2006**

**Members Present:** Camille Schmidt, Chair  
Judy Lewis, Secretary  
Paul Lison  
Karen Quinn  
Nancy Walker

**Members Absent:** Denise Dowers, Vice Chair  
Linda Tardie

**Others Present:** Rita Hamilton, Library Director  
Mary Johnson, Library Operations Manager  
Carol Damaso, Public Services Manager  
Kathy Coster, Manager for Innovation  
Cheryl Thomsen, Library Administrative Coordinator  
Medina Zick, Teen Library Coordinator  
Kate DeLaPointe, Youth Services Librarian  
Mary Warner, Administrative Secretary  
Tim Barnard, CIP Planning Coordinator  
Martha Ecton, Scottsdale Citizen

**CALL TO ORDER**

Ms. Schmidt called the meeting to order at 3:30 p.m.

**APPROVAL OF MINUTES**

Ms. Schmidt asked for a motion to approve the minutes of the April 19, 2006 meeting. Ms. Quinn so moved; Mrs. Walker seconded, and the motion passed 5-0.

**LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))**

***Monthly Statistical Report – Cheryl Thomsen***

**Monthly Statistical Review**

	<u>April 2005</u>	<u>April 2006</u>	<u>% Change</u>
Items Circulated	183,311	180,582	
YTD Circulation	1,782,044	1,786,579	+ .2 %
Attendance	130,198	121,610	
YTD Attendance	1,231,320	1,152,479	-6.5 %

The Gift & Memorial Trust Account received \$81.85 for the month; expenses were \$2,000.00. In the Library Book Sale Special Revenue Account, April income from sales was \$13,011.00 and expenditures were \$26,364.95.

In April 2006, volunteers donated 2,614 hours to the Library, and our public access computers were used 38,735 times.

***Library Director's Report – Rita Hamilton***

Ms. Hamilton reported that City Council approved the site for Appaloosa Library at the Silverstone project on the corner of Pinnacle Peak Road and Scottsdale Road. She thanked Board Chairperson Camille Schmidt for speaking on behalf of the library at the Council meeting and for all her efforts on behalf of the library system at other civic venues. Ms. Hamilton also thanked Martha Ecton for her enthusiastic support of a library location further north in Scottsdale. Ms. Hamilton said the next step will be an RFP for an architect for Appaloosa.

Ms. Hamilton said the library received construction bids on the new Arabian Library. The low bid was \$7.3M; we have enough in the budget to cover it, so we will be asking the City Council on June 20 to award the Arabian construction contract.

Ms. Hamilton reported that the metal fence for the Mustang Library parking lot is now being fabricated. It will be installed in early June as a deterrent to hospital employees from taking library customers' parking spaces.

She announced that Civic Center Library will close at 2 p.m. on Saturday, May 27, for cooling tower replacement and will re-open for normal business hours on Tuesday, May 30. To alert the public about this change, signs will be placed at the Civic Center service desks and entrances.

Ms. Hamilton said the library has implemented Call Center service at Mustang and Civic Center and asked Carol Damaso, Public Services Manager, to explain the service. Mrs. Damaso said that the purpose of the Call Center is to give every customer one-stop, uninterrupted service, whether a walk-in or a caller. All calls at both locations are routed to one or two operators who typically can provide the requested information 80-85% of the time. The goal is that the person who answers your call is the person who answers your question. Staff spent many months training, and the new service began on May 1. We will add the new Arabian Library as well as Palomino and Appaloosa to the service. We also hope to add menus in Spanish.

***How'd We Do? Customer Feedback Report – Rita Hamilton***

Board members discussed the comments submitted by library customers across the library system.

***Library Services Highlight: Summer Reading Program – Medina Zick, Kate DeLaPointe***

Mrs. DeLaPointe explained the children's Summer Reading Program to the Board and showed them the prizes children can win on their way to the final goal of winning a free ticket to an Arizona Diamondbacks' baseball game. The countywide program runs from May 30 to July 29 and aims to encourage children to keep on reading all through the summer months. Last year, 7,757 children signed up at Scottsdale libraries and 2,245 completed the program, which has been jointly sponsored by the Arizona Republic and the Diamondbacks since 2000.

Mrs. Zick explained the teen Summer Reading Program that encourages teens to keep reading throughout the summer. She said studies show that teens who read over the summer do better in school. She said 1,600 teens registered last year and over 500 completed the program. This year's theme is *Take a Bite out of Books* and prizes include food and cash. Sponsors are Chipotle, Harkins, Chick-Fil-A, Coffee Bean & Tea Leaf. Mrs. Zick said the Teen Learning Center will be offering many events to keep teens busy this summer: a class on Study Skills & Library 101 for freshmen, a 9-11 PM Cram Session to study for finals, book discussion groups, crafts, movies and several parties with themes chosen by teens.

**ITEMS REQUIRING BOARD ACTION**

***Expenditures***

<b>May 2006</b>	Movie License Renewal	\$ 2,638
	Vol CC – Book Corral Promotional Items – annual	600
	Vol Mus – Book Corral Promotional Items – annual	600
	Vol Pal – Book Corral Promotional Items – annual	400
	Vol Ara – Book Corral Promotional Items – annual	400
	Vol CC – General operating supplies – annual	700
	Vol Mus - General operating supplies – annual	700
	Vol Pal - General operating supplies – annual	400
	Vol Ara - General operating supplies – annual	200
	Volunteer Calendars	1,200
	Volunteer Raves (FY05/06)	2,000
	Volunteer Graphics	700
	Summer Reading Program – outreach	3,600
	Teen Mystery Program	<u>500</u>
	<b>Total</b>	<b>\$14,638</b>

After discussion, Ms. Schmidt asked for a motion to approve the May 2006 proposed expenditures. Mrs. Quinn so moved; Mrs. Walker seconded, and the motion passed 5-0.

***Deadly Weapons/Gun Lockers Policy – new***

Ms. Hamilton explained that this was drafted with the help of our City attorney and the Police Dept. and conforms to City policy banning weapons in public buildings. After discussion to become familiar with the policy, Ms. Schmidt called for a motion to approve the Deadly Weapons/Gun Lockers Policy. Mr. Lison so moved; Mrs. Walker seconded and the motion passed 5-0.

***Behavior Management Policy – revised***

Ms. Hamilton explained that this policy was revised to include a reference to the Deadly Weapons/Gun Lockers Policy. Ms. Schmidt called for a motion to approve the revision to the Behavior Management Policy. Ms. Quinn so moved; Mrs. Lewis seconded and the motion passed 5-0.

***Rules of Conduct Policy – revised***

Ms. Hamilton explained that this policy was revised to include a regulation regarding the Deadly Weapons/Gun Lockers Policy. Ms. Schmidt called for a motion to approve the revision to the Rules of Conduct Policy. Mrs. Walker so moved; Mr. Lison seconded and the motion passed 5-0.

***Fines & Fees Policy - revised***

Ms. Hamilton explained that the Library has decided not to charge a processing fee when a customer replaces a lost or destroyed item. The Fines & Fees Policy was revised to remove the \$6 processing fee. Ms. Schmidt called for a motion to approve the revision to the Fines & Fees Policy. Ms. Quinn so moved; Mr. Lison seconded, and the motion passed 5-0.

***LSTA Grant Acceptance – Early Learning Interactive Centers***

Ms. Hamilton explained that the library was notified it was awarded a grant for \$18,000 from Library Services Technology Account (LSTA) to put early learning interactive centers in the children's area at Mustang Library.

***LSTA Grant Acceptance – ReVenture: Revitalize, Renew, Relax at Scottsdale Public Library.***

Ms. Hamilton explained that the library has also been awarded a grant for \$33,000 from LSTA to establish programs at public libraries for Boomers who wish to remain active in their retirement years. The funds will allow us to bring on a part-time coordinator to establish programs and get the Boomers involved. She asked the Board to recommend that City Council grant approval to accept the funds. Ms. Schmidt called for a motion to

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approve a recommendation that City Council approve acceptance of the LSTA grants for \$18,000 for Early Learning Interactive Centers and \$33,000 for Boomers programs in public libraries. Mrs. Lewis so moved; Mrs. Walker seconded and the motion passed 5-0.

### **INFORMATIONAL ITEMS**

#### ***Announcements/Issues for Future Discussion:***

Ms. Hamilton said that in response to last month's request from Board members to hold some of the Board meetings at other Scottsdale library locations to become more familiar with those operations, the June 21 meeting will be held at Arabian Library in one of the library classrooms.

#### ***Open Call to the Public (ARS38-431.02)***

Mrs. Martha Ecton commented favorably on the approval of the Appaloosa Library site.

The next meeting will be held June 21, 2006 at Arabian Library.

Ms. Schmidt called for a motion to adjourn. Mr. Lison so moved; Mrs. Lewis seconded and the motion carried 5-0.

There being no further business, the meeting was adjourned at 4:39 PM.

Respectfully submitted,

Mary Warner  
Administrative Secretary